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MINUTES

OF THE

CIA CAREER COUNCIL

17th Meeting, Thursday, 26 January 1956, 4:00 p.m.
DCI Conference Room, Administration Building

Present: Harrison G. Reynolds, D/Pers, Chairman

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[REDACTED], SSA-DD/S, Alt. for DD/P, Member
[REDACTED], C-OCA/OC, Alt. for D/CO, Member

Lyman B. Kirkpatrick, IG, Member

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[REDACTED], AD/TR, Alt. for DTR, Member

[REDACTED], AS/DD/I, Alt. for DD/I, Member

Lawrence K. White, DD/S, Member

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[REDACTED], Executive Secretary

[REDACTED], Reporter

Guests

Lawrence H. Houston, General Counsel

[REDACTED], General Counsel

[REDACTED], Office of Personnel

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1. The minutes of the 16th Meeting of the CIA Career Council were approved. In so doing, the Council amended the last sentence of the second paragraph of 3b to read: "The Council disapproved the issuance of an announcement Notice for either headquarters or the field, believing one Regulation would suffice." (Underlined material is added.)

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2. Mr. [REDACTED], Executive Officer of the Office of Personnel, made an oral presentation to the Council on the impact of "Reduction in Force in Relation to Membership in the Career Staff". The CIA Selection Board had discussed the matter and had felt that the Council would be equally interested. Conversations, between the Civil Service Commission and members of the Office of Personnel and the Office of General Counsel, have revealed the important principle that mobility of members of the CIA Career Staff would in all probability cause them to be listed in a Reduction in Force Register ahead of employees who are not members of the Career Staff. In other words, members of the Career Staff would compete among themselves, veterans among them receiving the highest preference other things being equal, and non-members of the Career Staff would likewise compete among themselves, veterans among them receiving the highest preference other things being equal.

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It is the opinion of the Office of Personnel that the most equitable determination for the "Competitive Area" in a Reduction in Force would be the world as a whole. All persons therefore, whether overseas or in headquarters would compete within the functional group to be reduced.

On the basis of these two principles, Mr. [REDACTED] developed a schematic Reduction in Force Table with theoretical samples. This Table is attached.

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It was pointed out that Reduction in Force procedures, as presently required by law, are based primarily on seniority and secondarily on performance or efficiency. Since it is policy in CIA that no numerical or adjectival rating will be computed from Fitness Reports, it is probable that all persons would compete, equally, with respect to performance, except those to whom official letters of warning has been issued and were currently in effect, or those from whom within grade step-increases were currently being withheld, or those then under Official charges designed to effect an involuntary separation.

The question of special Clearances was discussed, and in view of the fact that such a clearance conveyed greater mobility to an individual, it was felt that they might become a factor in Reduction in Force.

It was pointed out that in computing effective date of membership in the Career Staff, the Selection Board was taking care that no discrimination be shown against veterans by reason of failure to credit time spent in the military service towards eligibility to apply for membership in the Career Staff.

3. Excerpts from a report from the Office of Training concerning the installation of the new Fitness Report were read and the favorable response to the report by supervisors was noted.

4. The Council briefly discussed the Foreign Language Development Program (item 3 on the Agenda) which was being developed and agreed to examine it in detail at its next meeting.

5. The Council considered the recommendations of the Defense Colleges Selection Panel and unanimously decided to recommend to the Director, the following:

a. To attend the National War College (Agency quota: 2)

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[REDACTED] General Counsel, GS-17
[REDACTED] Office of National Estimates, GS-15
[REDACTED] Staff, GS-15, (1st alternate)
[REDACTED] EE Division, GS-15, (2nd alternate)
[REDACTED] Office of Current Intelligence, GS-14,
(3rd alternate)

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- b. To attend the Army War College (Agency quota: 2)

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[REDACTED] Office of Research and Reports, GS-13
[REDACTED] Office of Scientific Intelligence, GS-14

- c. To attend the Naval War College (Agency quota: 1)

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[REDACTED] Office of Operations, GS-14
[REDACTED] Office of Current Intelligence, GS-14,
(alternate)

- d. To attend the Air War College (Agency quota: 1)

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[REDACTED] Office of Research and Reports, GS-14

- e. To attend the Industrial College of the Armed Forces
(Agency quota: 1)

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[REDACTED] Office of Logistics, GS-14
[REDACTED] Office of Research and Reports, GS-14,
(alternate)

The Council recommended to the DD/I that Mr. [REDACTED], who had been a candidate for the Industrial College of the Armed Forces be detailed either to appropriate external training or to an appropriate project in industry in line with his field of specialization as recognition of his potential and past superior performance.

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The Council requested the Defense Colleges Selection Panel to prepare a plan, to be presented to the Council at its meeting on 1 March, which would provide for more effective selection in the future of representatives of CIA to attend the Defense Colleges and Harvard Business School.

6. The Council after briefly discussing the need for more effective planning for the careers of individuals, directed that a presentation analyzing what is being done in the various components on this matter be made to the Council on 1 March, so that the Council might determine if further steps should be taken to improve career management in the Agency.

The Council also agreed to examine on 9 February the implementing steps in connection with the new Assignment and Promotion Policies.

7. The Council asked the Chairman to inform the Director of the Council's recommendations concerning the alternatives in evaluating persons holding Supergrades.

8. The Council adjourned at 5:10 p.m. to meet again on 9 February.

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[REDACTED]
Executive Secretary
CIA Career Council

Attachment: RIF Table

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COMPETITIVE AREA - WORLD-WIDE

Competitive Level - Admin Assistant GS-9

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I - A - 5	(Permanent Employee - Veteran - Member of Career Staff, 5 years total service)
I - E - 8	(Permanent Employee - Non-Veteran - Member of Career Staff)

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II - A - 11	(Trial Period Employee - Veteran - Not Member of Career Staff)
II - A - 9	(Permanent Employee - Veteran - Not Member of Career Staff)*
II - B - 12	(Trial Period Employee - Non-Veteran - Not Member of Career Staff)
II - B - 10	(Permanent Employee - Veteran - Not Member of Career Staff)*

III

Temporaries

*Not yet eligible for Career Service, or has declined membership in Career Service

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